

國立成功大學學生選課辦法

NCKU Course Enrollment Regulations

- 86 學年度第二學期第一次教務會議通過
Approved at the 1st meeting of the Academic Affairs Council in the spring semester in the 1997-98 academic year
- 89.6.9 88 學年度第二學期第二次教務會議修正通過
Revised and approved at the 2nd meeting of the Academic Affairs Council in the spring semester in the 1999-2000 academic year on June 9, 2000
- 95.6.13 94 學年度第三次教務會議修正通過
Revised and approved at the 3rd meeting of the Academic Affairs Council in the 2005-06 academic year on June 13, 2006
- 96.10.19 96 學年度第一次教務會議修正通過
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2007-08 academic year on Oct. 19, 2007
- 99.11.17 99 學年度第一次教務會議修正通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2010-11 academic year on Nov. 17, 2010
- 102.11.26 102 學年度第一次教務會議修正通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2013-14 academic year on Nov. 26, 2013
- 105.2.25 104 學年度第二次教務會議修正通過
Revised and approved at the 2nd meeting of the Academic Affairs Council in the 2015-16 academic year on Feb. 25, 2016
- 107.5.17 106 學年度第二次教務會議修正通過
Revised and approved at the 2nd meeting of the Academic Affairs Council in the 2017-18 academic year on May. 17, 2018
- 110.6.30 109 學年度第三次教務會議修正通過
Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2020-21 academic year on June 30, 2021
- 111.6.1 110 學年度第二次教務會議修正通過
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2021-22 academic year on June 1, 2022

第一條 國立成功大學（以下簡稱本校）為辦理學生學期選課事宜，依據本校學則第八條第一項規定，訂定本辦法。

Article 1 According to the first paragraph in Article Eight of National Cheng Kung University Academic Regulations, the NCKU Course Enrollment Regulations shall be established by National Cheng Kung University (NCKU) to administer any affairs with regard to course enrollments.

第二條 本校學生選課作業方式，分「初選」及「補選改選棄選」，各階段辦理時間、受理對象及方式，由教務處另行公告。

Article 2 NCKU students shall complete their course enrollments in the two stages of “preliminary enrollment” and “addition-or-cancellation enrollment,” as designated and published by the Office of Academic Affairs.

第三條 學生每學期修課學分規定如下：

一、學士班：

- (一) 每學期不得少於九學分，不得多於二十五學分。延畢生除應至少修習一科之課程外，不受到最少修課九學分之限制。
- (二) 學期學業成績優良者，次學期得加選一至二科。學期學業成績優良標準，由各學系(所、學位學程)另訂之。
- (三) 學生若因輔系、雙主修、教育學程或其他特殊情況，經系主任專案簽請教務長核可者，得於當學期超修或減修學分。超修或減修學分至多六學分為限。

二、碩博士班：至少應修習一科（含專題討論），學分不限。

碩博士生修畢畢業學分數者，得於當學期成績單加註「撰寫論文」，無須選課。但各系所另有規定者，從其規定。

碩博士班：至少需修習一科（含專題討論），學分不限。碩博士生修畢畢業學分數者，得於當學期成績單加註「撰寫論文」，無須選課。但各系(所、學位學程)另有規定者，從其規定。

Article 3 NCKU students shall enroll with a specific number of credits designated for their programs in each semester, as follows:

1. Undergraduate programs:

- (1) Students shall each enroll with 9 to 25 course credits per semester in each year of study. However, deferred students are exempted from a minimum of 9 course credits per semester with a minimum enrollment in one course.
- (2) Students who are judged to be academically outstanding by the standards of their department are entitled to enroll with one or two additional courses, thus going beyond the maximum of 25 course credits.
- (3) If approved by the Vice President for Academic Affairs, under special circumstances (in case of course enrollments for a minor or double-major study, or the Educational Program), students will be exempted from the standard course load with an option to take between 3 and 31 course credits (according to their need to underload or overload).

2. Graduate programs:

Graduate students shall enroll in a minimum of one course regardless of credits for each semester (a special-topic seminar can also be considered as one course in this context). Those who have completed their coursework with the credits required for graduation are exempt from any course enrollment, with their transcripts for the semester specifying “in the thesis/dissertation-writing process.” However, should there be other requirements designated by any departments, institutes or degree programs, students shall follow them to complete the course enrollments.

第四條 學生選課應符合下列規定：

- 一、學士班一年級之必修科目，除經教務長核准者外，不得改選他系同名課程。
- 二、修習科目如有先修課程規範，應依該系規定辦理。
- 三、因特殊原因須延長一年始能參加實習者，如能提出實習該學年每學期學分數超過九學分以上者，其應屆畢業年度每學期選課不得受前條第一款不得少於九學分之限制。
- 四、當學期已註冊，於特殊情形補棄選截止日，仍未辦理選課者，除因奉派出國進修、研習、交換、修讀雙聯學位等或專案簽准外，經通知

- 未依限補選課者，應令休學。休學期限已屆滿者，應令退學。
- 五、重修或補修之科目，應儘先修習。已修習及格或已核准抵免之相同科目，不得重選，但各學系或開課單位另有規定者，不在此限。
- 六、重複修習學分不計入應修最低畢業學分內，惟當學期成績及畢業成績，均列入計算。
- 七、不得選修衝堂之科目，違反者衝堂科目均以零分計。
- 八、選修彈性密集授課課程，依開課單位專簽核准公告辦理，該課程棄（退）選須至開課單位或選課系統線上申請，相關規定依選課公告辦理。
- 九、雙重學籍生，不得於同一學期用不同學號修習相同課程。違反者，教務處將註銷選課僅保留一學號之課程。

Article 4 Students shall complete their course enrollment in compliance with the following rules:

- (1) Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs.
- (2) Enrollment in any course with a prerequisite course shall be administered in accordance with the regulations of the course-offering departments.
- (3) Students who are required under exceptional circumstances to defer graduation for one year in order to complete an internship/residency program will not be subjected to course enrollment with a minimum of nine credits per semester, as required of graduating students in the final year of study, on the provision that their course enrollment per semester in the deferral (additional) year exceeds nine credits.
- (4) Except for those who travel abroad for advanced study, research, academic exchange or an international dual degree, or those who are officially approved on a case-by-case basis, students who fail to complete course enrollment by the deadline of enrollment for course additions or withdrawals under special circumstances, and by the deadline specified in the notice for late enrollment, shall be ordered to suspend their studies for the semester. If a student's suspension has exceeded the allowable limit then they will be dismissed from school.
- (5) Students should give priority to enrolling in courses that they have previously failed. No enrollment in a course that a student has previously completed, transferred or waived is allowed, except for those courses designated by specific departments with their own rules.
- (6) The number of credits resulting from a course re-enrollment will not count into the minimum number of credits for graduation, but will be used in the calculation of the total grade for the semester and for graduation.
- (7) No enrollment in two schedule-conflicting courses is allowed. The

enrollment in two schedule-conflicting courses will result in a grade of zero for both courses.

- (8) Enrollment of any flexible intensive course offered by a department shall be administered according to its course-offering policy notice approved by the Office of Academic Affairs. Those who intend to drop (or withdraw from) any such course shall process their applications with the course-offering department or on the online course enrollment system.
- (9) Students with dual registration are not allowed to enroll in the same course with different student numbers. In case of violation, the Office of Academic Affairs shall retain the course enrollment with only one student number.

第五條 學生於各階段選課選定課程後，應自行備份或列印選課結果，並於規定期限內於選課系統確認結果。未上網確認者，日後若發現選課錯誤，不得有所異議。

選課確認階段，學生若因影響畢業或所修學分數不符最低標準，得於該階段截止日前向授課教師、開課單位、就讀系所及教務單位請求補加選，惟學生若發現多選課程，不得棄選，僅得申請退選。

Article 5 Students should keep a file/copy of registration records at every stage of course enrollment, and shall make confirmation online as designated by the Office of Academic Affairs. Those who fail to confirm their course enrollment during the designated period shall not be eligible to carry out or change their course enrollment at a later date.

Those whose course enrollment applications fail to meet the related credit or graduation requirements shall consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. Those who are enrolled in more courses than expected are only allowed to withdraw from courses, which will be indicated on the transcript.

第六條 學生應依入學學年度之共同必修、各系所自訂必修科目及應修學分標準修習課程，並以選讀本系所開授者為準；如符合各系所選讀條件者，始得選修他系所開之科目。但有下列情形之一，不在此限：

一、轉學生、降級轉系學生，應依轉入年級學生之入學學年度為標準。

二、入學之當學年度第一學期即辦理休學者，應依其復學學年度為標準。

Article 6 Students are required to complete their course enrollment according to the curriculum requirements designated by NCKU and their major program established for their class level since their first year of admission.

Meanwhile, students may enroll in any courses in other programs if they meet their qualifications. However, there are two exceptional situations:

- (1) Transfer students shall complete their course enrollment in compliance

with the curriculum requirements designated for the class-level they are transferred into since their first year of transfer.

- (2) Those who have completed their application for study suspension since their first year of admission shall complete their course enrollment in compliance with the curriculum requirements established for the class-level since their first year of study resumption.

第七條 學生因故無法繼續修習課程，得依下列規定辦理退選：

- 一、申請退選之課程，應填妥退選單，於學期考試開始四週前經系所主管核准後，送註冊組辦理退選。
- 二、退選後修讀總學分不得低於最低應修學分數。
前項退選之科目不退學分費，該學分不計入當學期學分數，但仍須於學生中、英文成績單，成績欄以「W」登錄。

Article 7 Students who are unable to continue to study a course may apply for withdrawal from the course in the following way:

1. Students shall submit an application with a completed form of course withdrawal four weeks before the final examination week, which shall be approved by the department chair and processed by the Division of Registrar.
2. As a result of course withdrawal, the number of credits shall not be lower than the minimum required number of credits. No refund will be paid for course withdrawal and the credits will be excluded from the calculation in the number of credits completed for the semester. However, course withdrawal will be registered as W on the student's transcript.

第八條 本辦法未盡事宜，悉依本校學則、研究生章程及各開課單位相關規定及其他有關規章辦理。

Article 8 Any matters that are not covered in these regulations shall be administered according to National Cheng Kung University Academic Regulations, NCKU Graduate Student Policies and Rules, the curriculum rules of course-offering departments, and other related regulations.

NCKU Graduate Program Statute, related department curriculum rules and other related regulations.

第九條 本辦法經教務會議通過後公布施行，修正時亦同。

Article 9 These Regulations should be approved by the Academic Affairs Council before taking effect, as should any amendments to them.

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.